



HM Courts &
Tribunals Service

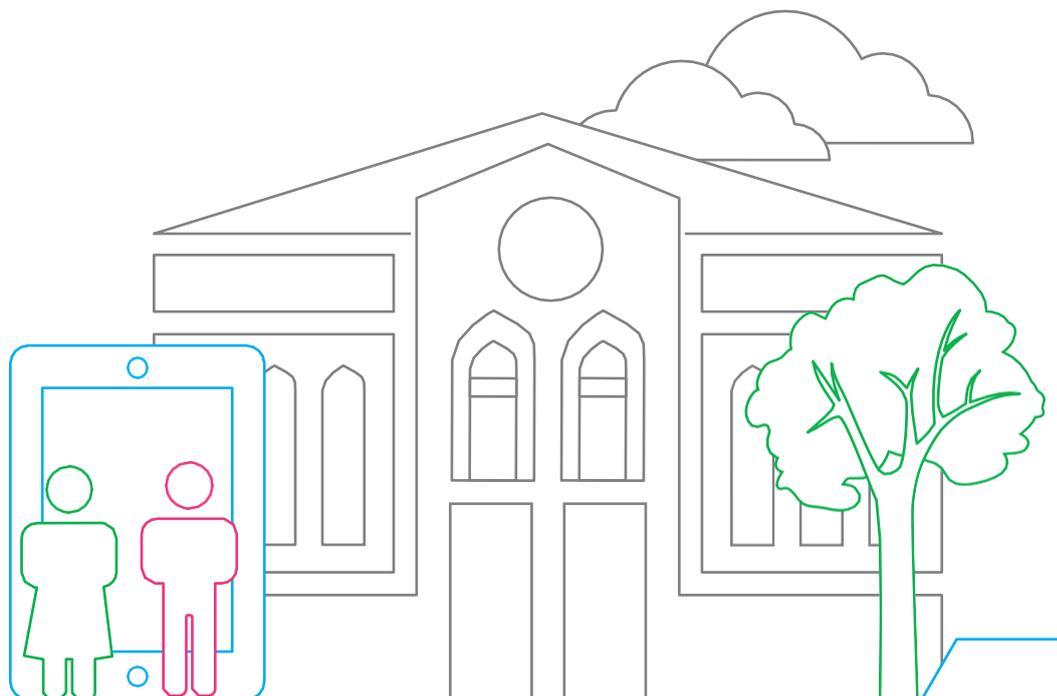
HMCTS COVID-19 Assessment Tool

| | |
|----------------------------------------------------------|--|
| Location: | |
| Date assessment undertaken: | |
| Name: | |
| Other accompanying person(s), including name of TUS rep: | |

This assessment reflects the position at the site on xx/xx/xx. Please enter date.

Version: Please enter

Justice matters



Background

Background

- HMCTS is committed to ensuring the health, safety and welfare of all staff, judiciary and visitors to its sites by protecting them from harm, so far as it is reasonably practicable, while they are on the premises. It welcomes the opportunity for collaborative working with DTUS appointed trade union health and safety representatives in this process and recognises their valuable input.
- HM Government has outlined the risks posed by the COVID-19 virus and the control measures necessary to protect people from infection. The first control is to avoid exposure to the virus by working from home or taking part in court and tribunal hearings virtually. It is recognised that this is not always possible, therefore other measures are necessary to reduce and control the risk of exposure.
- The purpose of this document is to aid each Senior Person on Site to implement those measures, monitor compliance with them and escalate any issues, which fall outside of their control, to the appropriate level, so the required actions can be addressed, and interim controls put in place.
- If any changes need to be made to HMCTS buildings and services that'll impact users, we need to consider the Public Sector Equality Duty (PSED). PSED is about considering how changes we're planning to make impact people who have protected characteristics and making sure they're not discriminated against. If you are making changes to the way staff work, you'll also need to consider the PSED.

Who conducts the assessment?

- The assessment should be conducted by the Senior Person on Site (SPoS), who must have previously completed the Risk Management for Senior Persons on Site training course; or by a nominated competent person who must have completed the General Risk Assessment training course. The SPoS will always retain the responsibility for the assessment completion and should therefore read and ensure they are satisfied with the completed assessment if the task has been delegated to a nominated competent person. This review and any subsequent action plan should, wherever possible, be completed in conjunction and consultation with the following

people:

- The DTUS appointed health and safety representative.
- The site Supervisor or Court/Tribunal Security Officer (C/TSO).
- In line with the guidance, other staff members can be involved in contributing to the assessment by raising questions or concerns with the Senior Person on Site and / or the appointed health and safety representative, if they wish.
- To ensure legislation is not breached HMCTS Guidelines must be adhered to if photographs or filming are being used, to assist with the completion of the Covid-19 Assessment Tool. A link to the guidance is [here](#).
- All areas of the site must be included in the review. For example, if there are other teams based at the site e.g. Enforcement or external agencies using our building such as Probation, their area must be covered too. Each section is marked to show whether the assessment applies to public or staffed areas.
- The SPoS will always retain the responsibility for the assessment completion and, where necessary, resulting action plan. Regional Support Units are required to have oversight all action plans in place.
- Managers should share the completed assessment tool and communicate weekly with all staff deployed to the site to ensure they are kept up-to-date with how safety measures are being implemented or updated. The tool should set out all the control measures that have been put in place to keep individuals safe. This should include simple, clear messaging to explain the action plan, guidelines, using images and clear language and making staff aware of anything they need to do differently.
- Court users who have any concerns about local measures should notify the SPOS in the first instance, or alternatively contact the [Covid-19 Response Team](#).

Reporting issues

- This COVID-19 Assessment Tool must be completed in full including, where necessary, the Action Plan. Any issues identified must be risk-managed to ensure ongoing safety and reported upwards to the relevant Regional Support Unit and Cluster Manager as soon as possible for immediate resolution, detailing the required action and resolution time/date.
- It is expected that most issues can be resolved quickly, such as the replacement of hand soap from local stocks or immediate adjustments to local procedures.
- Any actions that require significant additional works to the building must be referred up to the Regional Facilities Manager in the first instance.
- If the SPoS needs further advice or guidance the relevant Regional Security and Safety Officer (RSSO contact details are available on the HMCTS intranet. [Enforcing court/tribunal users wearing face coverings whilst in common public areas of the court building v4.3 \(Updated 16 September 2020\)](#))
- In determining the overall RAG status, the SPoS must in consultation with the DTUS appointed health and safety representatives to consider actions across all the sections. Descriptions of the RAG status are explained below.

RAG Definitions

- **Green:** measures are in place and no issues for action.
- **Green*:** any local adaptations in use are as good as the measures outlined.
- **Amber:** the issue(s) identified have an action plan and prompt timescales for resolution in place. Any interim workarounds in use e.g. closing specific

rooms or sections of the building, can be sustained without needing to close the whole building must be subject to regular review and must only be implemented and remain in place until the requirements of the action plan are resolved.

- **Red:** issue(s) affecting safety, requires closure of the building.
- Any **major issues (Red)** will require temporary closure of the site or the relevant part thereof where the red RAG status would allow a particular part of the building to be taken out of action the SPoS must immediately:
 - Report upwards to the relevant regional Delivery Director (Senior Civil Servant, and Statutory Duty Holder).
 - Copy to the relevant Regional Support Unit (RSU), Cluster Manager, HMCTS Gold Command, Regional Facilities Manager.
 - Put an action plan for reopening in place in consultation with the DTUS appointed health and safety representative.

Review

- The Assessment must be reviewed weekly in consultation with the DTUS appointed health and safety rep, and when:
 - There have been any significant changes since completing the latest assessment.
 - Concerns are raised by staff or other users, or as a result of an incident.
 - The assessment is no longer considered valid.
- **Any activities which have been completed should remain in the "Actions Identified" section and not be removed to provide a clear, ongoing record of activity.**

Action Plan

| | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|---------------------------------|
| Date: Owner (of Action Plan) | Previous RAG rating | Current RAG rating |
| Date for next review: | | |
| Actions identified (insert lines as required) | | Timescale for completion |
| | | |
| | | |
| | | |
| <p>Statement of assurance</p> <p>I confirm that the assessment has been completed and I am assured that appropriate measures are in place. Where an action plan is in place there is a target date for the resolution of all the issues and a date for review.</p> <p>Signed (SPoS)</p> | | |
| <p>Statement of completion</p> <p>I confirm that the assessment has been completed and I can confirm measures are in place and the action plan reflects the review.</p> | | |
| Signed (SPoS) | | |
| <p>Signed (DTUS H&S Rep)</p> <p><i>Only to be signed by the rep and not on their behalf. The TUS rep is signing to confirm they have been fully engaged in checking the effectiveness of Covid 19 safety measures. If not signed, the TUS rep should explain why, providing details in this signature box.</i></p> | | |
| <p>Signed (Security Supervisor)</p> <p><i>If not signed the Security Supervisor should explain why, providing details in this signature box.</i></p> | | |

Section 1 - Queuing and entry to the building (public areas)

Our public guidance informs users of the measures in place when queuing and entering the building.

1. **Queuing:** to help keep people 2 metres apart when queuing and going through security, the following measures should be implemented:
 - The C/TSO, or member of staff, asking each court user to enter the building, to ensure people do not enter until they are called forward.
 - Space markings on the floor for social distancing.
 - Rope or Tensa barriers (if considered is appropriate for the building).
2. If operating at 2 metre social distancing is not viable (e.g. the queue results in people standing next to a busy junction), consider ways of reducing the risk, which may include use of additional entry points, a review of listing practices to stagger arrival and departure times and working with local authority partners/neighbouring properties to manage queuing issues on the public highway).

Refer to [Working Safely](#) in HM Courts & Tribunals during the coronavirus (COVID-19) pandemic, 'Working Standards' Area 1 Queuing, for further guidance, including in respect of available 1m+ mitigations.

3. **Entry to the building:** to ensure we follow the latest NHS guidelines on checking for symptoms for COVID-19 the following measures should be implemented:
 - All court users including legal professionals, personnel from stakeholder agencies and those signed up to the Professional User Access Scheme will be asked to confirm that they do not have any symptoms of coronavirus in line with PH guidelines i.e. persistent cough and/or a fever.
 - If anyone appears to have, or discloses that they have, symptoms consistent with COVID-19, they will be refused entry to the building by the C/TSOs.
 - Consider utilising alternative entry/exit points for the public in to the building if available/feasible.
4. If necessary, provide 'I attended Court with Symptoms' leaflet.
5. C/TSOs will wear a face mask whilst conducting their duties in a public space.
6. (ENGLAND and WALES ONLY) C/TSOs should remind every person entering the court or tribunal building that wearing a face covering within the communal public areas of the building is now mandatory.
7. C/TSOs provide court/tribunal users entering the court building with a face covering if they do not have one.
8. C/TSOs ask court/tribunal users entering the court to temporarily remove their face coverings:
 - For completing a sip test.
 - For identification purposes (to permit a CCTV image to be recorded) and
 - If they are presenting evidence in court.
9. There are agreed arrangements in place, as per HMCTS Security and Safety Operating Procedures to exclude or remove court/tribunal users from the court if they are not wearing a face covering within common public areas of the court building and do not have a [valid exemption](#).

See SSOP Enforcing Court Tribunal Users Wearing Face Coverings Whilst in Common Public Areas [here](#).

Refer to 'Working Standards' Area 2 - Entry to the Building and Searches, for further guidance.

Confirmation that appropriate measures for queuing and entering buildings are in place. If they are not, explain why, recording any actions and local adaptations and notifying your Cluster Manager and Regional Support Unit.

Confirm what the appropriate measures are for each topic, to provide a clear record (this box will expand):

Section 2 - Bag searches (public areas)

Our [public guidance](#) informs users of the measures in place when conducting bag checks.

Consider how the following measures are applied:

10. Social distancing: to maintain where possible a 2-metre gap between the C/TSO and the user while the bag search is being conducted and when items are returned, the following measures should be implemented:

- Space markings on the floor.
- Rope or Tensa barriers. (if considered if appropriate for the building).
- If a 2-metre social distance is not practicable in this area consider a 1m+ with mitigation measures, such as a **suitable robust screen** (The Delivery Manager/SPOS should discuss the practicalities of using a screen with the security provider (e.g. OCS) and the Property Directorate. The Regional Security and Safety Officer will be able to give advice on how to maintain the minimum-security standards) and the mandatory wearing of face coverings, except where exemption applies.

11. Reducing physical contact: to minimise the risk of exposure (the potential risk of individuals sneezing or coughing directly at each other) the following measures should be implemented:

- Bag searches will be conducted as a “hands off” check. No physical contact is made with the individual.
- Court/tribunal users will be asked to open their bag and show the Security Officer its contents if there are too many items within the bag to view the full contents, they will be asked to empty the items into a tray and then stepping back to a safe distance.
- The C/TSO will conduct a visual check for restricted items, avoiding where possible, physically touching bags/items. If a bag/item needs to be touched, the C/TSO will have access to protective gloves and hand sanitiser to maintain hand hygiene. Confiscated items should be placed in sealed plastic bags and securely stored. The storage area must be regularly cleaned.
- The C/TSO will then step back to a safe distance and advise the court/tribunal user to collect their belongings.
- The trays used will be cleaned after each use and there should be sufficient stocks of cleaning material.
- Confirm that Security Officers have sufficient stock of PPE, and there is a process in place for OCS to inform the SPoS if stock levels are low, and to inform the SPoS if searching cannot be undertaken.
- SPoS and Security to have an agreed process to inform the list office/legal adviser team if someone is turned away on the day, including information of the reason.

Refer to ‘Working Standards’ Area 2 Entry to the Building and Searches, for further guidance.

Confirmation that appropriate measures for the bag search process are in place. If they are not the RAG status for this section to the building would be red and an action point within the plan would be required.

Confirm what the appropriate measures are for each topic, to provide a clear record (this box will expand):

Section 3 - Archway detectors (public areas)

Our public guidance informs users of the measures in place when conducting Archway Detector checks.

12. Moving to use of hand-held detector:

- Give verbal instructions in order to identify the cause and following these requests the court user will pass through the archway until the alert no longer sounds or the officer is satisfied as to the cause of the activation.
- Should the detector sound for a third time, the C/TSO will use a hand-held detector to locate the item for which further statements appear in the next section.

Confirmation that appropriate measures for using archway detectors are in place. If they are not, explain why, recording any actions and adjustments and notifying your Cluster Manager and Regional Support Unit.

Confirm what the appropriate measures are for each topic, to provide a clear record (this box will expand):

Section 4 – Use of hand-held detectors -wands (public areas)

Our public guidance informs users of the measures in place when conducting hand-held detector checks.

13. Reducing physical contact: to minimise the risk of exposure (the potential risk of individuals sneezing or coughing directly at each other) the following measures should be implemented:

- Court/tribunal users will be asked to confirm they agree to the search procedure before it begins, with those who decline being advised the 'wanding' is necessary to comply with security requirements.
- If a court user declines, they will be asked to leave the building and make contact by phone or email.
- The C/TSO will announce they will have to reduce the 2 metre distance and communicate their actions out loud before carrying them out.
- Court/tribunal users will be asked to turn away from the C/TSO so that they are not be face-to-face at any point during the search.
- As the 2-metre distance has been reduced the 'wanding' will be conducted as promptly and effectively as possible by the C/TSO, starting at the back of the individual, working forward to cover their front. They will not touch the person's body.

14. If a court/tribunal user relies on lip reading, facial expressions or clear sound to communicate then the C/TSO and court staff may at suitably safe distance of 2 metres, remove their face coverings to communicate effectively. (Note, this arrangement must be in place throughout the court building).

Confirmation that appropriate measures for using hand held detectors are in place. If they are not, explain why, recording any actions and adjustments and notifying your Cluster Manager and Regional Support Unit.

Confirm what the appropriate measures are for each topic, to provide a clear record (this box will expand):

Section 5 - Social Distancing (public areas)

Our public guidance informs users of the social distancing arrangements in place to help maintain a 2-metre distance. These will vary between individual buildings depending on layout.

15. Signage: HM Government and HMCTS social distancing/face covering posters to be displayed in prominent locations throughout the building including the interior and exterior doors from the entrances and throughout the building

16. Social distancing will need to be regularly assessed in public areas. 2 metres social distancing is the default minimum standard. 1m+ with mitigation social distancing within common public areas of the building, including public waiting areas is permitted, but only in line with guidance, with enforcement of mandatory wearing of face coverings, aside from valid exemptions.

- A selected number of seats in seating areas to be taped off or otherwise clearly marked as 'not for use' to maintain 2 metre (default) or 1m+ with mitigation (if strictly necessary) separation. Floor markings indicating where seats should be positioned and not moved. All seating should be at least 2 metres distanced unless 1m+ mitigations can be implemented:
 - o all users must wear face coverings, unless exempt
 - o all seating must be facing the same way, or back to back (never face-to-face within 2 metre)
 - o unless screens can be fitted, no 1m+ seating should be used by individuals for any more than one hour. If this cannot be enforced, and screens are not possible to use, 1m+ should not be considered here.
- If social distancing is compromised by congestion, marshalling will be used to direct people appropriately. If necessary, a one in one out system may be required.
- Signage (social distancing/face coverings) must be displayed and readily viewable by court/tribunal users.

Refer to 'Working Standards' Area 3 Public Areas, for further guidance.

17. Lifts: to maintain social distancing in lifts and in the waiting areas around lifts the following measures should be considered:

- A one-in, one-out, system to be used for lift entry and exit. This could include use of posters and if required, marshalling during busy times.
- Distancing markings to be used to maintain 2 metre (default) or 1m+ with mitigation (if strictly necessary) spacing for queueing.
- If the lift is large enough for more than one person, distancing markings at 2 metres (default) or 1m+ with mitigation (if strictly necessary and feasible) in the lift itself.

Refer to 'Working Standards' Area 3 Public Areas, for further guidance.

18. Toilets: to maintain social distancing in toilets and in the waiting areas around toilets the following measures should be considered:

- If the toilets are large enough, a one-in, one-out, system to be used for toilet entry and exit.
- Distance markings to be used to maintain 1m+ with mitigation spacing for queueing if social distancing at 2 metres is not practicably possible. **See 'Working Standards' Area 1 Queuing.**
- Notices should be placed on entrance doors advising face coverings are mandatory and the maximum numbers of persons permitted access.
- Cordon off unnecessary surfaces so that they cannot be used.
- Only paper towels and hand dryers to be used in line with guidance. Ensure non-disposal towels are removed/inaccessible.
- (Guidance <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>).

19. Counters and reception areas: to maintain social distancing in counter and reception areas the following measures should be considered:

- Distancing markings to be used to maintain 2 metre (default) or 1m+ with mitigation (if strictly necessary) spacing for queueing.
- For high use counters the deployment of existing counters with laminated glass barriers or plexiglass barriers, with requirements determined in line with [Guidance on Plexiglass and Polycarbonate Screens](#)
- Consider, where there is no room for a queue, the issuing of a ticket at the counter. The court user would move away from the counter and return when their number is placed on a whiteboard.
- To avoid persons walking around the entrance lobbies and waiting areas, asking/looking for hearing **listings** take steps to make them **highly visible**. For example, using bright card with large signage.

20. Corridors and waiting areas: to maintain social distancing in corridors and waiting areas the following measures should be considered:

- Court/tribunal users to only enter or exit courtrooms when instructed to do so to avoid cross-traffic in doorways and to ensure a safe number of people in court and the public galleries. There should be clear signage indicating corridors/areas where court users cannot queue, sit, wait or allowed to stop and talk.
- For seating specifically, see section 16 above. **Refer to 'Working Standards' Area 3 Public Areas, for further guidance.**
- If the design of the building allows it, one-way flow measures.

21. Consultation rooms: to maintain social distancing in consultation rooms the following measures should be considered:

- Signage to indicate maximum occupancy in the room e.g. a small room may only be suitable for 1:1.
 - If maintaining 2 metre social distancing is not viable (i.e. the room cannot be used) consider reducing to 1m+ social distancing with mitigation: all users must wear a face covering whilst in the room unless exempt (face covering notices to be affixed to entrance doors); ensure there are limited surfaces to touch (which are regularly cleaned), seating must be side-on, or back-to-back, rather than face to face, with signage to explain benefit, consider opening the room only for short periods/consultations; [Guidance on Plexiglass and Polycarbonate Screens](#) option to be considered.
 - Floor markings indicating where seats should be positioned and not moved.
 - Removal of desks and chairs according to maximum occupancy numbers.
 - Consider options to reduce the number of consultation rooms in the building.
- Refer to 'Working Standards' Area 6 Meeting rooms, for further guidance.**

22. Professional user rooms/ interpreter rooms: to maintain social distancing in these rooms the following measures should be considered:

- Signage to indicate maximum occupancy in the room e.g. only suitable for 2 people at any one time.
- If maintaining 2 metre social distancing is not viable (i.e. the room cannot be used) reduce to 1m+ social distancing with mitigation: all users must wear a face covering whilst in the room (face covering notices to be affixed to entrance doors); ensure there are limited surfaces to touch (which are regularly cleaned), seating must be side on, rather than face to face, with signage to explain benefit,
- consider opening the room only for short periods/consultations; [Guidance on Plexiglass and Polycarbonate Screens](#) option to be considered.
- Removal of desk and chairs according to maximum occupancy number.
- Floor markings indicating where seats should be positioned and not moved.
- Furniture layout may need to be reconfigured and screening considered where possible.

Refer to 'Working Standards' Area 6 Meeting rooms, for further guidance.

23. C/TSOs to monitor public areas using CCTV or as part of their patrols. Where social distancing requirements are breached, appropriate action to be taken to address it through security officer or staff marshalling.

Confirmation that appropriate measures for social distancing in public areas are in place. If they are not, explain why, recording any actions and adjustments and notifying your Cluster Manager and Regional Support Unit.

Confirm what the appropriate measures are – for each topic, to provide a clear record below (this box will expand):

Section 6 - Social distancing - Courtrooms and hearing rooms (public areas) and Jury Deliberation/Retiring rooms

Our public guidance informs users of the social distancing arrangements in place to help maintain a 2 metre distance. These are also applicable in the courtroom/hearing room.

These will vary for the different buildings depending on layout and the type of work.

24. Signage: HM Government and HMCTS social distancing posters to be displayed in prominent locations throughout the building including the interior and exterior doors from the entrances and throughout the building

25. Entry and exit to the courtroom/hearing room: to maintain social distancing when entering and leaving courtrooms/hearing rooms the following measures should be considered:

- For areas where queuing will occur floor marking tape is used, for example corridors leading to entrances.
- Floor markings and directional arrows to indicate one-way flow around the courtroom.
- Marshalling by staff is deployed in the court room to ensure people are directed to take the correct seat.

26. Spacing of seating: to maintain an adequate number of empty seats between court/tribunal users. Measures could include:

- A selected number of seats in seating areas to be taped off or otherwise clearly marked as 'not for use'. This includes rows in front and behind.
- Numerical labelling of seats, or seats for specific users e.g. prosecution and defence.
- The movement or removal of unfixed seats.
- The movement or removal of fixed seating will require consultation with the Regional Facilities Manager before forming part of any action plan.
- Where there is insufficient space for press or in public gallery for all those who wish to view the hearing consider streaming the proceedings and offering remote access via a secure link at another location in the court.
- Review courtrooms previously considered unviable at 2 metre social distancing, and whether the reduction of social distancing to 1m+ mitigation (for individuals not speaking in court) could make the court room viable for use. For example, please refer: [Guidance on Plexiglass and Polycarbonate Screens](#)

Refer to 'Working Standards' Area 9 Court/Hearing rooms, for further guidance.

27. Other measures in the courtroom/hearing room: in addition to social distancing measures, the following **hygiene** measures should also be considered:

- Hand sanitiser to be available for users.
- The use of documents, iPads and laptops in court is such that they are used by only one person and no double handling takes place. Trial bundles should be placed within plastic wallets, which are cleaned between usage. There should be regular washing breaks during hearings.
- Holy books/scriptures, oath or affirmation cards/laminated sheets are not shared/touched by court users. The oath or affirmation is instead read out and then repeated.

Confirmation that appropriate measures for social distancing in public areas are in place. If they are not, explain why, recording any actions and adjustments and notifying your Cluster Manager and Regional Support Unit.

Confirm what appropriate measures have been put in place for each topic, to provide a clear record. (This box will expand):

Section 7 - Social distancing (staff and judicial areas)

When reviewing the **social distancing in staff and judicial areas**, consider how the following standards/ measures are being applied.

See 'Working Standards' Example Practices: Social Distancing and Minimising Transmission within HMCTS staff areas/offices.

28. Coming to work and leaving work: to maintain social distancing on arrival and departure wherever possible and to ensure hand washing upon arrival.

29. Moving around buildings: to maintain social distancing wherever possible while people travel through the workplace, the following measures should be considered:

- Floor markings and directional arrows to indicate one-way flow around the office.
- Reducing movement by discouraging non-essential trips within our buildings.
- Making sure that people with disabilities are able to access lifts.
- Review desks in high-use thoroughfares which may need to be put out of use e.g. next to printers, outside toilets and kitchen areas.

30. Workplaces and workstations: to maintain social distancing between individuals when they are at their workstations, the following measures should be considered:

- Review office layouts and processes to allow people to work further apart from each other. This can include seating areas or individual desks being taped off.
- Use of floor markings to help staff keep to a 2-metre distance.
- Allocate desks to staff and avoid hot-desking / sharing workstations (including keyboards, mouse, headsets, telephones) If workstations need to be shared, share amongst a small number of people and clean desks / equipment after use.
- Provide supplies to allow for cleaning and sanitising of workstations and shared equipment between different occupants.

31. Meetings: to reduce transmission due to face-to-face meetings and to maintain social distancing in meetings, the following measures should be considered:

- Reviewing the use of tea points and kitchen areas to avoid congestion.
- Staggering break times to reduce pressure on break rooms or canteens.
- Reconfiguring seating and tables to maintain distance and reduce face-to-face interactions.
- Encouraging staff to remain on-site and where not possible, maintaining social distancing while off-site.
- As far as is practicable, a one-in one-out, system to be used for toilet entry and exit.

32. Common areas: to maintain social distancing while using common areas, the following measures should be considered.

- Staggering break times to reduce pressure on break rooms or canteens.
- Reconfiguring seating and tables to maintain distance and reduce face-to-face interactions.
- Encouraging staff to remain on-site and, where not possible, maintaining social distancing while off-site.
- As far as is practicable, a one-in one-out, system to be used for toilet entry and exit.

Use of Face Covering in the Staff/Judicial secure side of buildings.

- 33. Face Coverings are required in communal areas where a 2 metre social distance is not possible or cannot be guaranteed due to the busyness of the area.** If the above controls (25 -32) are not possible, there may be an unavoidable need for staff, judiciary and contractors to wear face coverings in these areas. This should be applied to problematic parts of the secure side of the building, where social distancing is not possible or difficult to guarantee. For example, communal areas such narrow corridors that cannot be made one-way, busy entrance areas, narrow stairwells or robing rooms etc.
- 34.** Each building is very different in its layout and communal areas; therefore, a local assessment is required to identify these 'Face Cover Zones' where social distancing may not be possible. Entry and exit points in to these areas should be marked with a sign e.g. You are entering/leaving a 'Face Cover Zone'. Posters to place on doors will be available.

Face coverings may only be used as the sole safety control when all other means of safeguarding are not achievable, and duration of time spent in the area is short.

Set out in bullets all appropriate measures for social distancing in staff areas that are in place (this provides reassurance etc.). If they are not, explain why, recording any actions and adjustments and notifying your Cluster Manager and Delivery Director.

Set out the measures clearly to ensure people understand what is being done to protect them.

Section 8- Hygiene and cleaning (public and staffed areas)

Please ensure you are familiar with page 2 of [the Building Champions document](#) before completing this section

Our [public guidance](#) informs users of the cleaning and hygiene measures in place

35. Signage: HM Government hand washing posters will be displayed in prominent locations, particularly in and near toilets and waiting areas. (The posters can be found within the posters section in this [link](#))

36. 36.Cleaning the building: to help reduce the spread of the virus and maintain the cleanliness of court and tribunal buildings the following measures should be considered:

- Cleaned throughout daily, and at night.
- Cleaners returning at frequent intervals to common touch points such as lift buttons, public waiting areas, staff reception etc.
- Shared items such as leaflets, magazines, children's toys, books, TV remotes etc. are removed from waiting and general areas, as well as communal staff areas.
- Rubbish is promptly disposed of. There are an adequate number of bins and they are emptied at regular intervals.

37. Toilets: to help reduce the spread of the virus and maintain the cleanliness of Court and Tribunal buildings the following measures should be considered:

- a. Soap and hand drying facilities are available, and easily located for court users.
- b. Staff monitor these regularly throughout the day, checking that taps, sinks and toilets function as expected.
- c. Cleaners are able to respond promptly to any maintenance or replenishment requirements.

38. Hygiene measures: to help reduce the spread of the virus and follow Public Health advice the following measures should be considered:

- a. Staff to clean their hands at regular intervals when handling paperwork and afterwards, by either washing their hands with soap and water for at least 20 seconds, or by using hand sanitising gel.
- b. Hand washing facilities or sanitiser are available for court/tribunal users.
- c. The location(s) of hand sanitiser for public use is clearly signed on entry to the building.
- d. The locations must be set up so they do not compromise wider social distancing measures.

39. Responding to incidents: to help reduce the spread of the virus and maintain the cleanliness of court and tribunal buildings the following measures should be considered:

- Responding swiftly to complaints received of any areas of poor hygiene.
- Should there be any instance of a confirmed case of COVID-19 a system is in place to ensure a deep clean can be completed imminently.

Confirmation that appropriate measures for hygiene and cleaning are in place. If they are not, explain why, recording any actions and adjustments and notifying your Cluster Manager and Regional Support Unit.

Confirm what appropriate measures – for each topic, to provide a clear record below (this box will expand).

Section 9 - Access to drinking water and refreshment facilities (public areas)

Our public guidance informs users of the measures in place relating to food and water in our buildings

40. Provision of food and water: to comply with the Public Health advice and guidance the following measures should be considered:

- a. Glass bottles are not permitted and should be confiscated or disposed of by security before entering the building.
- b. Carafes and glasses are not in use in courtrooms/hearing rooms.
- c. Bottled water is provided, by exception, in the courtroom/hearing room.
- d. Refreshment facilities and canteens may open. This may be a takeaway service or a café with seating. Please refer to the latest [Catering Guidance](#).

Confirmation that appropriate measures for accessing drinking water are in place. If they are not, explain why, recording any actions and adjustments and notifying your Cluster Manager and Regional Support Unit.

Confirm what the appropriate measures – for each topic, to provide a clear record below (this box will expand):

Section 10 - Custody suites

Our public guidance informs users of the measures in place relating to custody suites in our buildings.

Prisoner Escort and Custody Services (PECS) have primary responsibility for conducting custody suite assessments. Hygiene and cleaning assessment (section 8) also applies to custody suites.

Discussions must be held and agreement sought from HMPPS PECS Contract Delivery Managers (CDMs) to confirm (i) the current status of the custody suite, (ii) identify any mitigating actions needed, and (iii) ensure these are carried over into the Assessment Tool action plan.

Confirmation that appropriate measures for custody suites are in place. If they are not, explain why, recording any actions and adjustments and notifying your Cluster Manager and Delivery Director.

Confirm what appropriate measures have been put in place for each topic, to provide a clear record. (This box will expand):

Section 11 – Use of PPE (masks and/or gloves)

e. – Use of Face coverings in common public areas

PPE

41. Use and disposal:

PPE (masks and gloves) are available for Court/Tribunal Security Officers and for First Aiders as defined in the [PPE matrix](#). Gloves are available to staff to protect the skin on their hands from the effect of hand sanitiser, where their roles require this gel to be applied at intervals (e.g. when regularly handling papers).

Masks and gloves are disposed of carefully in a 'no touch' bin, and people advised to immediately wash their hands with soap and water or use a hand sanitiser.

Face coverings

42. Usage of face coverings is now mandated within common public areas of the court/tribunal building and should be delivered in line with published guidance. Enforcing court/tribunal users wearing face coverings whilst in common public areas of the court building.

43. Usage of face coverings has now been mandated for the secure side of the building where social distance is not possible to guarantee, such as narrow corridors, stairwells or entrance areas. See point 33, 34 above, Section 7.

- **Facecoverings must be disposed of carefully in a 'no touch' bin, and people advised to immediately wash their hands with soap and water or use a hand sanitiser.**

Confirmation that appropriate measures for using face coverings or PPE are in place. If they are not, explain why, recording any actions and adjustments and notifying your Cluster Manager and Regional Support Unit.

Confirm what the appropriate measures are – for each topic, to provide a clear record below (this box will expand):

Section 13 – Ventilation

The Regional Facilities Manager will engage with the Senior Person on Site regarding any ventilation issues which need to be considered as part of this assessment. Any issues should be recorded in the action plan.

- **Confirmation that there has been consultation with the Regional Facilities Manager regarding the ventilation systems and there are no known issues. Any actions and adjustments should be explained and recorded here, notifying your Cluster Manager and Regional Support Unit.**
- **Where actions and adjustments are required, confirm a local arrangement is in place to ensure they are being delivered. If an action is a frequent requirement, for example daily or weekly, a local operations instruction will need to be implemented and a record kept for health and safety purpose and inspection.**

| Description | Link | Last updated |
|----------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|
| Public Sector Equality Duty (Page 2) | Court and Tribunal Users: https://intranet.justice.gov.uk/about-hmcts/customer-engagement/equality-and-diversity/public-sector-equality-duty/ . Staff: https://intranet.justice.gov.uk/about-hmcts/human-resources/public-sector-equality-duty-psed/ | 9 July 2020 7 July 2020 |
| Organisational Risk Assessment | https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/885607/HMCTS_Organisational_Risk_Assessment_v1.0.pdf | November 2020 |
| Health and Safety contacts (Page 3) | https://intranet.justice.gov.uk/about-hmcts/finance-and-governance/governance-assurance/security-fire-and-health-and-safety-policy/regional-security-fire-or-health-and-safety-officers/ | 10 August 2020 |
| Regular updates – Working safely (Page 3) | https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19 | 7 August 2020 |
| GOV.UK – Coronavirus Guidance (Page 3) | https://www.gov.uk/coronavirus | 31 July 2020 |
| Guidance for employees (Page 3) | https://www.gov.uk/coronavirus | 31 July 2020 |
| Guidance on cleaning and hygiene requirements (Page 3) | https://intranet.justice.gov.uk/about-hmcts/property-directorate/covid-19-guidance-documents/ | 16 July 2020 |
| Cleaning in non-healthcare settings. | https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings) | 15 July 2020 |
| Property Directorate Guidance document on use of screens. | https://intranet.justice.gov.uk/app/uploads/2020/07/Guidance-on-screens-3rd-July-2020.v1-002.docx | 16 July 2020 |
| Intranet guidance from the Property Directorate (Page 3) | https://intranet.justice.gov.uk/about-hmcts/property-directorate/covid-19-guidance-documents/ | 16 July 2020 |
| “Keeping court and tribunal buildings safe, secure and clean” - HMCTS public guidance (top of each section of the assessment) | https://www.gov.uk/guidance/keeping-court-and-tribunal-buildings-safe-secure-and-clean | 10 August 2020 |

Signage (section 8):
 'Hand washing posters'
 link and other useful
 posters.

<https://intranet.justice.gov.uk/about-hmcts/operations-directorate/business-continuity/covid-19/important-information-and-materials/>

5 August
 2020

| Version | Publication Date | Author | Summary of Changes |
|----------------------|------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| V1 | | | First Release |
| V4 (This version) | 10 November 2020 | Safety and Security  For more information on the H&S Hub click here | <ul style="list-style-type: none"> - Background updated to make it clear who should complete this assessment and the relevant training required. - Review section updated to ensure completed actions remain listed and are not removed. - Section 7 updated on the requirement to wear a face covering in non-public communal areas where 2m cannot be adhered to (Para 33-34) - Section 11 updated on the requirement to wear face coverings in staff areas where 2m cannot be adhered to (Para 43). - |